# Expense Reimbursement

| RCT Number (Finance Use) |
|---|
| |

| Claim Number |
|---|
| **91448** |

Employee Name: Elizabeth Denham

Delegated authority: Simon Entwisle

Department (choose from drop down menu):

| 017 | 0000 |
|---|---|

**Nominal Code (Finance Use)**

Expense Period From: 
To: 21/10/2016

## Itemised Expenses

| DATE | TIME Depart | TIME Arrive | DESCRIPTION (including times for subsistence claims & business purpose) | Receipt No. | CATEGORY (choose from drop down menu) | COST (drop down for appropriate currency) UK £ |
|---|---|---|---|---|---|---|
| 05/10/16 | 08:11 | | | | | |
| | | | Lynx taxis | 1 | Travel - UK | 5.00 |
| | | | Taxi Receipt | 2 | Travel - UK | 15.00 |
| | | | London taxi receipt | 3 | Travel - UK | 28.00 |
| | | | One Canada Sq, evening meal 2 guests | 2703 | Subsistence - UK | 46.35 |
| | | | | | | |
| 06/10/16 | | | Licensed taxi receipt | 4 | Travel - UK | 18.00 |
| | | | The Cinnamon Club breakfast | 4342 | Subsistence - UK | 15.00 |
| | | | Tate Catering lunch | 5 | Subsistence - UK | 10.05 |
| | | | Carluccios | 320 | Subsistence - UK | 22.45 |
| | | | | | | |
| 07/10/16 | | | Holiday Inn London | 903315 | Travel - UK | 326.00 |
| | | | London Taxi | 6 | Travel - UK | 14.00 |
| | | | Licensed taxi | 8455 | Travel - UK | 10.00 |
| | | | sales voucher | 8970 | Travel - UK | 55.50 |
| | | | | | | |
| 31/07/16 | | | JULY RENT | | Subsistence - UK | 1500.00 |
| 31/10/16 | | | OCTOBER RENT | | Subsistence - UK | 1500.00 |
| | | | RENT ADJUSTMENT | | Subsistence - UK | -100.00 |
| | | | | | SUBTOTAL | 3,465.35 |

**Mileage**

| | Miles | No. of passengers | | |
|---|---|---|---|---|
| Car miles claimed (Standard Rate)* | | | 45 p per mile | 0.00 |
| Car miles claimed (Public Transport Rate) | | | 25 p per mile | 0.00 |
| Motorcycle miles claimed | | | 24 p per mile | 0.00 |
| Bicycle miles claimed | | | 20 p per mile | 0.00 |
| Passenger rate | | | 5 p per mile | 0.00 |

***Note: Mileage reimbursement for personal car please deduct usual mileage to/from work**

Less Cash Advance 
TOTAL REIMBURSEMENT **3,465.35**

**Don't forget to attach receipts!**

**Claimant: Please email to your manager for approval.**
**Delegated authorities: Please forward to expenses@ico.org.uk by way of approval for payment**

# Expense Reimbursement

| RCT Number (Finance Use) |
|---|
| |

| Claim Number |
|---|
| **34700** |

Employee Name: Elizabeth Denham

Delegated authority: Simon Entwisle

Department (choose from drop down menu):

017 0000

**Nominal Code (Finance Use)**

Expense Period From:

To: 21/11/2016

## Itemised Expenses

| DATE | TIME Depart | TIME Arrive | DESCRIPTION (including times for subsistence claims & business purpose) | Receipt No. | CATEGORY (choose from drop down menu) | COST (drop down for appropriate currency) Other currency |
|---|---|---|---|---|---|---|
| 15/10/16 | | | to Marrakech for International Conference | | | |
| | | | Week's subsistence in Moroccan MAD | | Subsistence - Overseas | 2126.00 |
| 22/10/16 | | | Return home | | | |
| | | | | | SUBTOTAL | 2,126.00 |

**Mileage**

| | Miles | No. of passengers | | |
|---|---|---|---|---|
| Car miles claimed (Standard Rate)* | | | 45 p per mile | 0.00 |
| Car miles claimed (Public Transport Rate) | | | 25 p per mile | 0.00 |
| Motorcycle miles claimed | | | 24 p per mile | 0.00 |
| Bicycle miles claimed | | | 20 p per mile | 0.00 |
| Passenger rate | | | 5 p per mile | 0.00 |

***Note: Mileage reimbursement for personal car please deduct usual mileage to/from work**

Less Cash Advance

TOTAL REIMBURSEMENT **2,126.00**

**Don't forget to attach receipts!**

**Claimant: Please email to your manager for approval.**
**Delegated authorities: Please forward to expenses@ico.org.uk by way of approval for payment**